

Manual Notices

Manual Notice 2003-1

To: All Users of the *Maintenance Manual*

From: Zane L. Webb, P.E., Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: October 1, 2003

Purpose

The online version of the *Maintenance Management Manual*, last revised December 1, 2002, has been updated to include new links to electronic forms contained in the GSD Online Forms database. This revision of links will ensure that all external and internal users of the manual have access to all forms mentioned in the manual.

Instructions

No actions are required of users.

Contents

The Maintenance Manual comprises three separate online manuals:

- ◆ Maintenance Management Manual
- ◆ Maintenance Operations Manual
- ◆ Use of Right of Way By Others Manual

Links in all three online manuals have been updated to reflect the new names of files. No other revisions have occurred.

Contact

Address questions concerning information contained in the Manual Notice to Randy Ormsby at (512) 416-3196.

Manual Notice 2002-4

To: All Users of the *Maintenance Management Manual*

From: Zane L. Webb, P.E.
Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: December 1, 2002

Purpose

To revise Chapters 1, 4 and 7 of the *Maintenance Management Manual*.

Instructions

Note the manual revisions described below.

Contents

- ◆ Chapter 1, Definitions and Planning
 - Section 3: Incorporates graphics of maintenance one-year plan and budget directly into the text and eliminates links to these files.
- ◆ Chapter 4, Contracting and Purchasing
 - Section 4: Corrects contacts for certification of emergency.
 - Section 6: Clarifies wording in sample letter of agreement for interagency exchanges of less than \$50,000. Incorporates graphic of this sample letter directly into the text and eliminates link to the file.
 - Section 10: Adds link to standard clauses for notification to suppliers of verification requirements. Also adds tables to clarify procedures for checking weights.
- ◆ Chapter 7, Emergency Management
 - Section 4: Changes references to the Texas Natural Resource Conservation Commission (TNRCC) to the Texas Commission on Environmental Quality (TCEQ).

Contact

Address questions concerning information contained in the Manual Notice to Jim Daily at (512) 416-3187 or Daviette Gilbert at (512) 416-3185.

Manual Notice 2002-1

To: All Users of the *Maintenance Management Manual*

From: Zane L. Webb, P.E.
Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: March 1, 2002

Purpose

To revise Chapters 5 and 7 of the *Maintenance Management Manual*.

Instructions

Note the manual revisions described below.

Contents

Chapter 5: Agreements, Permits and Reports

- ◆ Section 8: Corrects link to *Highway Condition Report Manual*.

Chapter 7: Emergency Management

- ◆ Section 1: Adds reference to government code authorizing Texas Emergency Management Plan.
- ◆ Section 4: Corrects references to Texas Natural Resource Conservation Commission.

Contact

Address questions concerning information contained in the Manual Notice to Darah Waldrip at (512) 416-3196.

Manual Notice 2001-1

To: All Holders of the *Maintenance Manual*

From: Zane L. Webb, P.E.
Director, Maintenance Division

Manual: *Maintenance Management Manual*

Effective Date: November 1, 2001

Purpose

The *Maintenance Management Manual* includes policies, procedures and guidelines for maintaining the TxDOT infrastructure. It is not intended to establish legal standards or responsibility. These procedures have been developed to assist the districts in developing standards that will be consistent throughout the State of Texas; however, it is understood that local conditions may require some modifications. In making modifications, discretion should be exercised to ensure the safety of the traveling public.

The *Maintenance Management Manual* includes the same content as Part 1 of the printed *Maintenance Manual*. Parts 2 and 3 of the printed *Maintenance Manual* are published as separate volumes online but contain the same information as the printed version. Page and chapter numbering will differ between the printed and online versions.

This manual will be updated periodically to incorporate provisions of TxDOT Policy Statements, Directives, or other official departmental publications.

Instructions

This manual, in conjunction with the *Maintenance Operations Manual* and the *Use of Right-of-Way by Others Manual*, is the electronic version of the *Maintenance Manual*, which supersedes the previous *Safety and Maintenance Operations Division Procedures Manual* originally issued in April 1984.

Contents

This manual contains seven chapters:

Chapter 1: Definitions and Planning

Chapter 2: Budgeting

Chapter 3: Level of Service

Chapter 4: Contracting and Purchasing

Chapter 5: Agreements, Permits and Reports

Chapter 6: Management Information Systems

Chapter 7: Emergency Management

Contact

Address questions concerning information contained in the Manual Notice to Darah Waldrip at (512) 416-3196.